

The Historical Staff has recently made some changes in format and style.

The new format for headings is this:

I. Roman Numeral Heads -- centered on page

A. Cap Letter Heads -- at margin

1. Sub-Heads with no Sub-Sub-Heads. -- Period after and text begins on same line

or

1. Sub-Heads with Sub-Sub-Heads (max no period)

a. Sub-Sub-Head. -- Period after and text begins on same line.

The new style for the use of military titles and academic titles is this:

Full military title and full name at first mention --
Colonel Matthew Baird -- and thereafter last name only --
Baird.

Full academic title and full name at first mention --
[redacted] and thereafter last name only --
[redacted]

The new style for the use of non-title names is this:

Never use Mr. At first mention use full name -- Allen W. Dulles -- and thereafter last name only -- Dulles. (The use of Miss and Mrs. is now being discussed with the Editorial Board of the Womens Liberation Movement; pending the outcome of that discussion we retain the use of Miss and Mrs. -- sheer male chauvinism, I'm afraid.)

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